



Student Organization and Advisor Guide

The Student Organization and Advisor guide is set forth in order to assist in establishing and maintaining highly respectable student organizations at Southwest Texas Junior College. Student Organizations are highly encouraged to work collaboratively with the Student Activities Office in order to maintain their organization effectively and efficiently. Important numbers are listed within the contents of this guide.

Southwest Texas Junior College reserves the right to amend, alter, change, delete, or modify any of the provisions of this guide at any time, and occasionally, without notice, in any manner that the Administration of the Board of Southwest Texas Junior College deem to be in the best interest of the institution.

Revised – February 2015
TABLE OF CONTENTS

SECTION 1 – TYPES OF REGISTERED STUDENT ORGANIZATIONS

A. STUDENT ORGANIZATION	2
B. STUDENT CLUB	2

SECTION 2 – RIGHTS AND RESPONSIBILITIES

A. REGISTRATION	2
B. STUDENT ACTIVITIES CENTER	3
C. RESPONSIBILITIES	3
D. UTILIZATION OF COLLEGE NAME	5
E. ADVISORS	5

SECTION 3 - POLICIES & PROCEDURES

A. GENERAL FUNDRAISING POLICIES	6
B. FINANCIAL OBLIGATIONS	7
C. EVENTS & ACTIVITIES	9
D. PARADES	10

SECTION 4 - PUBLICITY

A. GENERAL REGULATIONS FOR PROMOTING CLUB ACTIVITY	13
B. SOCIAL MEDIA	13
C. CHALKING	17

Mission

The mission of the Student Activities Office strives toward enhanced student engagement and fulfillment through student involvement, leadership opportunities, and community. Student organizations contribute to the opportunities available for students, allowing increased exposure and the development of strong relationships among our many diverse campus communities.

Section 1 – Registered Student Organizations

At SWTJC, there are two types of student groups. The first type is a Student Organization and the second type is a Student Club. Both types of student groups are required to register with the Student Activities Office and renew registration yearly.

Registered Student Organizations are placed into one of the following categories based upon their interests, mission, and goals. While their mission is not required to be tied to the college mission statement, it should not conflict with the college's mission.

Academic	Cultural	Departmental	Honor
Political	Professional	Religious	Service
Special Interest	Spirit	Sport Club	

A. Student Organization

A student organization is a group of students organized for and acting toward a particular cause. Typically organizations are institutional, departmental, or nationally affiliated.

B. Student Club

A club is a group of students organized with a similar interest for a social, religious, athletic, political, or other common purpose.

Section 2 - Rights and Responsibilities

A. Registration

In accordance with SWTJC Policy, a Student Organization is classified as a student-run organization consisting of registered SWTJC students and a Faculty or Staff advisor. Any interested organizations shall register with the Student Activities Department and follow the proper guidelines, set forth as follows:

A group shall be eligible for registration if:

1. Its membership consists of seven or more students.
2. It does not deny membership to anyone on the basis of sex, disability, age, color, race, nationality, or religion.
3. It has an advisor who is a member of the faculty or the staff.
4. It is not under a disciplinary penalty prohibiting registration.

5. It conducts its affairs in accordance with College District policies, procedures, rules, and regulations; as well as with local, state, and federal laws.
6. Its membership is limited only to students, staff, and faculty of the College District.

B. Student Life Center

All student organizations and its members should make immediate contact with the Student Life Centers (SLC) at their respective campuses. The SLC may be utilized for several purposes. The SLC serves as a Student Lounge for all SWTJC students and is a place for community and leadership development. Student Organizations shall utilize the SLC for calendar development, activity and event planning, and organizational meetings.

The SLC shall have at least 1 staff or office assistant present during hours of operation in order to oversee the operation of the facility. The staff member's main functions for Student Organizations include providing information, event and activity scheduling, and general concerns. Each Student Organization shall finalize a tentative schedule of events at the beginning of each Fall semester in order to submit to the SLC staff member for approval and publishing. The Student Organization shall also submit active member rosters for authorizations and recognition. (For further information, see Responsibilities under Section C of this manual).

The SLC contact for each campus is as follows:

Uvalde:

Ana Lisa Conde
(830) 591-4152
analisamartinez@swtjc.edu

Krystal S Ballesteros
(830) 591-2908
ksilva@swtjc.edu

Eagle Pass:

Claudia De La Garza
(830) 758-4142
cvdelagarza@swtjc.edu

Del Rio:

Eva De Anda
(830) 703-1593
ekdeanda@swtjc.edu

C. Responsibilities

Each Student Organization and its members are bound by the same code of conduct required of all students of Southwest Texas Junior College. In addition, Student Organizations shall also meet requirements set forth under the Registration Policy mentioned in Section A.

Further, Student Organizations shall adhere to the following:

1. Adhere to all municipal, state, and federal laws, the Southwest Texas Junior College Code of Conduct, and all institutional rules and procedures (The Student Handbook can be found on the SWTJC website at: <http://swtjc.edu/pages/about-swtjc/handbooks/student-handbook>).
2. Student Organizations must file all registration forms with the Director of Student Engagement & Success before the beginning of the Fall semester. Additionally, all changes should be submitted to the Director of SES in a timely manner.
3. Student Organizations must nominate at least one representative to become a member of the Student Activities Board. The Student Activities Board serves as a council of all Student Activities and shall work collaboratively with all Student Organizations. Nomination of Representatives Form shall be submitted in the beginning of the Fall semester and shall be effective for one academic year (August – July)
4. Student Organizations shall have a faculty/staff advisor who is employed by Southwest Texas Junior College. (Further detailed information is listed in Section 2.5 – Advisor).
5. Student Organizations should attain effective Constitution and By-laws which govern the organization. Copies and updates should be submitted to the SAC staff in a timely manner.
6. Student Organizations shall elect officers annually to maintain efficient leadership. Moreover, Organizations shall place high standards upon their elected officers in order to maintain an example of quality leadership. Standards shall be set in regards to GPA, character, behavior, and good academic standing. Copies of organization officers shall be submitted to the SAC shortly after elections.

7. Student Organizations must remain financially responsible and practice effective management techniques. Southwest Texas Junior College may not be held financially liable for any Student Organization commitments. (Further detailed information is listed in Section 3.2: Funds Management).
8. Student Organizations must uphold the aforementioned responsibilities both on and off campus.
9. Further detailed responsibilities can be found in additional sections regarding Funds Management, Events, Publicity, and Travel.

D. Utilization of College Name

Any use of the name “Southwest Texas Junior College” must be specifically approved by the Director of Student Engagement & Success. The SWTJC name and/or logo cannot be utilized for any commercial or personal use unless directly authorized. For further information, contact the Director of Student Engagement & Success at (830) 591-7296.

E. Advisors

The student-advisor relationship is crucial to the success of the student organization. The relationship will vary from semester to semester, year to year and individual to individual. It is critical that the advisor and the student organization members and officers clearly communicate expectations with each other. The following list contains duties and responsibilities for student organization advisors.

1. The advisor recognizes and supports the role participation in student organizations plays in the educational and personal development of students.
2. The advisor works with the student organization, but does not dictate the group’s programs or activities. Advisors should be frank and honest in offering suggestions, ideas, and possible consequences, but does not exercise power or control over the policy of such organizations unless the policy violates College policy.
3. The advisor should attend meetings regularly, consult frequently with officers, and be well informed as to the programs and activities of the student organization. The advisor should be familiar with the goals of the organization and should help members evaluate progress.

4. The advisor should be familiar with the constitution and bylaws and help with interpretation and application. Ensures that a copy of the constitution and bylaws and a list of officers is on file in the Student Activities office within the first month of each fall semester.
 1. The advisor should be highly familiar with College policies and procedures and work with the student organization to comply with them.
 2. The advisor should be aware of the financial condition of the student organization and work with the student members to keep accurate financial records. Advisors will verify and sign all requisitions for the disbursement of organization funds; ensures that no student makes purchases for his/her club in the name of the College.
 3. The advisor should guide students in selection of program content and purpose, encourage the organization to provide opportunities for educational and personal development, and help ensure that activities and programs justify expenditure of students' time, abilities, energy, and dues.
 4. The advisor should help train new officers and help develop leadership skills among officers and members of the organization. Advisors should work closely with officers to understand their responsibilities and to interpret and apply policies and regulations.
 5. The advisor should discourage domination of the organization by any individual or group, encourage members to fully participate and take responsibility for group activities, and inspire balance between academics and co-curricular commitments.
 6. The advisor should be aware of liability issues, advise the organization to make prudent decisions regarding these issues in planning activities, and be prepared to deal with major problems or emergencies within the organization. The advisor should provide supervision of students on all off-campus trips.

Section 3 – Policies & Procedures

A. General Fundraising Policies

All fundraising must be consistent with the organization purpose, institution policy and state and federal laws.

Any fundraising activities at the college must be approved by the appropriate Vice President.

- Funds raised by registered student organizations shall be for the non-profit use of the sponsoring organization, or donated to a registered charitable organization. No officer or member can ever receive monetary gain from the fundraising of the group. Income cannot be given or loaned out under any circumstances to any person.
- In accordance with student organization financial policy, all funds raised must be placed in the sponsoring organization's on-campus account.
- Groups promoting fundraisers that benefit one or more organizations must clearly communicate the recipients and distribution of the proceeds (for example: 50% of

proceeds go to the registered student organization foundation account and 50% goes to the registered charitable organization).

- Registered student organizations must keep accurate records of funds raised and spent, available upon request for inspection or audit. All prize winners should be recorded and maintained in the organizational financial records.
- When consistent with financial and event policies, a registered student organization may sell tickets for an organization sponsored event.

Sale of Food/Bake Sales

- The sale of food on campus by any college affiliated group other than the official campus hospitality service is ordinarily limited to bake/confectionery sales.
- A bake/confectionery sale is defined as the sale of items that will not spoil in the absence of refrigeration.
- Bake/confectionery sale items include cookies, brownies, popcorn balls, cake with nonperishable icing, muffins, bread, rolls, pretzels, donuts, caramel or candy-covered apples, and fudge.
- All items for bake/confectionery sales must be wrapped in individual portions before being brought to campus.
- Food must be wrapped in any substance that will permit the food to be seen by the buyer and keep the food free from contamination.
- Persons wrapping items should take care that hands are extremely clean before handling food.
- No food license is required to sell confectionery items on campus by registered student organizations.

Raffles for Prizes

- Raffles and games of chance can be used to solicit funds from students, faculty, and community members. Specific raffle and games of chance guidelines are as follows:
 - The prizes that may be redeemed with raffle tickets and/or play money shall not be extremely valuable (less than \$500); this is to ensure that a premium is not placed on winning.
 - The raffle prize must be secured before raffle tickets are sold and cannot be purchased by the money raised by the raffle itself
 - No permission will be granted to any club or organization on campus to hold a raffle that is contrary to College Policy (for example: offering alcohol as a prize)

B. Financial Obligations

All club funds shall be accounted for by the college business office and recorded in financial records of the College. Finances for student organizations with accounts maintained in the financial records of the College shall be governed by the following provisions:

5. Funds of the student organization/club will only be used for the purpose for which the student organization/club was founded.

6. Organizational clubs must adhere to guidelines or minimum standards established by national or regional association governing the organizations.
7. Funds must be held and maintained in an agency fund in the financial records of Southwest Texas Junior College.
8. Funds shall be approved, accounted for and monitored by the appropriate student officers and faculty/staff members of the organization/club.
9. Funds associated with student organizations should be used to support activities that are based in the student organizations.

Deposits/Requisitions/Receipts

1. Student organizations are required to deposit funds into a special account as designated by the organization advisor.
2. The student organization advisor, or faculty/staff designee, shall sign all purchase requisitions.
3. An accurate record of receipts and disbursements shall be kept by the organization advisor and submitted to the Business office.

Funds Management

1. Deposit all organization receipts with the College Business Office, and make all expenditures via approved methods (i.e. requisition)
2. Requests for reimbursement for expenditure of student club monies should have the same type of documentation required by similar requests for regularly budgeted funds. Include written justification or explanation for expenditures.
3. Any contracts for honoraria or expense reimbursements for any consultants, guest lectures, speakers, etc., that you intend to compensate for services rendered or expenses incurred should be approved by the Director of Student Engagement & Success prior to obligation and preparation of check requisitions.
4. Equipment purchased for club use should be maintained in the college inventory and kept in the possession of the organizations' sponsoring department, individual faculty sponsor, or student activities office and remains on the college campus.
5. Organizations are not allowed to open bank accounts outside of the Southwest Texas Junior College business office nor should they store cash on hand.

Sponsors and Student Activities Office should refer to the SWTJC Purchasing Procedures Manual for specific information.

C. Events & Activities

Planning a meeting and Other Events

Registered Student Organization's may use institution facilities for meetings, functions, programs and other appropriate activities provided that proper reservations are completed through the appropriate office and that all regulations of facility use are followed. Failure to comply with facility use regulations may restrict an organization from future use of that and other similar facilities.

Reservations

A student organization is eligible to reserve meeting spaces, classrooms, lecture halls, and other approved locations (i.e. intramural fields, Matthews Student Center, conference rooms, outdoor locations, etc.) on the Main Campus, Eagle Pass, Del Rio, and Crystal City Campus. Reservations need to be made through center personnel.

Equipment for Events

Special audio or visual equipment, such as overhead projectors, slide projectors, audio equipment, etc. is available to student organizations for events held in on-campus facilities. If needed, such equipment should be requested along with the facility reservation request. For events held on SWTJC main campus (Uvalde), special equipment is provided through the College Instructional Media Office.

Off-Campus Speakers

Only student organizations and faculty/staff organizations may present off-campus speakers on this campus as approved by the Student Activities Office.

The Off Campus Speaker Request Form (http://swtjc.edu/tinybrowser/files/business_office/swtjc_guest_speaker_contract.pdf) must be submitted to the Student Activities/Student Life Office at least one (1) month prior to the scheduled event.

Special Set-ups

To have a special set-up or tables and chairs placed in an outside area, the Work Order Request Form (<https://www.myschoolbuilding.com/myschoolbuilding/myorganization.asp>) must be submitted at least (2) weeks prior to any event. Due to facility Services restrictions, set ups will not be provided if proper notice is not given.

Events During Study Days and Finals

In order to maintain the academic environment needed at the end of the semester, student organizations may not host non-academic events during study days and finals. This will allow students to focus on preparing for the end of the semester projects and exams. Student Activities must approve academic focused events

D. Parades

Parades either on or off campus must be cleared with the Vice President of Student Services through the Student Activities Office before they may be undertaken. Use of facilities, equipment and other college property shall be subject to reasonable scheduling by the Office of Student Activities in order to promote fair sharing of their use.

Parade Guidelines

1. Entrants may have members of their organizations walk beside their entry and handout giveaway items. Throwing items may result in disqualification and/or removal from the parade line up. Approval may be given for soft items (i.e. t-shirts), but approval must be requested in advance.
2. Inappropriate behavior, comments and/or attire during the parade may result in disqualification and/or removal from the parade line-up.
3. The Student Activities Board will be inspecting the floats the day of the parade to ensure that the safety requirements are met. A second follow up inspection will be performed at line-up on the day of the parade. All entries must pass inspections by the Student Activities Board. Organizations should insure that every part of the float is secure. Items prohibited on Floats include, but are not limited to: fire, live animals, smoke machines, dry ice, or explosives.
4. Before the floats leave College, the float construction area must be cleaned.
5. A parade participant, whether he or she is operating a motor vehicle, riding in or on a parade unit, or walking/marching, may not possess, transport, consume, distribute, or be under the influence of alcohol or other drugs at any time immediately prior to or during the parade.
6. A participant riding in or on a parade unit must remain in or on the parade unit at all times; a participant needing to depart the parade unit must do so only after the parade unit has come to a complete stop. Following his or her departure, a parade participant may not return to the parade unit at any time during the parade.
7. Only parade participants may hand candy and other parade tokens directly to the parade spectators. A parade participant or unit driver may not accept any items from parade spectators at any time.

Float Safety Standards

1. Floats, displays, and decorations should be structurally sound and designed to withstand adverse weather conditions.
2. No devices employing flames or heating devices will be permitted on floats.
3. There will be no open contacts, exposed wires, or unprotected, exposed bulbs on the float.
4. Use non-flammable finishes such as latex and watercolor paints.
5. No part of the float should drag or touch the ground or street which could result in items getting entangled in the wheels and/or potential fire hazards. All parts of the float should be reasonable and be at a safe distance from the ground, wheels, and/or any other part of the float that could entangle them.
6. No one is permitted to stand or ride on the float tongue, tractor bars, hitch assembly, or the cargo area of the golf cart.
7. The driver must have prior golf cart driving experience.
8. Inspection of the entries will be conducted throughout the day of the parade and immediately prior to the parade. Any entry not meeting the safety requirements or deemed unsafe will not be permitted to participate in the parade until and unless requirements are met

Decorated Cars/Vehicles

Decorated cars/vehicles are defined as those vehicles used for business or personal transportation and not specifically designed for parade or trade show use. Street cars or vehicles decorated for "advertising purposes only" are not permitted.

Decorated cars will not be permitted other than for invited distinguished/celebrity guests, government officials, and representatives of those festivals with which we have reciprocal appearance agreements.

Drivers of cars/vehicles in the parade must maintain forward motion unless instructed otherwise by parade officials. This includes instances when passengers in the car are being interviewed on-air during the parade broadcast. Stopping impedes the progress and pacing of the parade.

Parade Drivers

All drivers must have a valid driver's license and be at least 21 years old to drive SWTJC car, and be 25 years of age to drive SWTJC club van.

Signs/Banners

Each participating unit must carry an identifying sign or banner in the parade. Signs and banners must be professionally produced. The sign or banner tells uptown spectators who you are and helps the viewing audience identify you as you appear along the parade route.

Distribution of Items on Parade Day

Absolutely nothing can be thrown from cars or floats. Sponsors wishing to distribute gifts, merchandise, literature or other items along the parade route must have adequate personnel to "hand" the items to spectators individually and must have written permission of the Parade Committee.

Section 4 – Publicity

Student clubs/organizations and individuals can use the various resources on campus to promote their mission, goals and involvement in their events. Postings other than those concerning campus organizations must be cleared through the Student Activities Office (office location depending on campus).

A. General Regulations for Promoting Club Activity

Postings may be placed on all bulletin boards throughout all of the campuses (unless otherwise noted on the board). All postings must be stamped and approved by the Student Activities Office; the stamp will have an expiration date. Most postings will be approved for no more than two weeks, those who wish to have postings longer, should state on the day of submission for approval. Organizations and individuals are responsible for posting and taking down of their advertised event; those who fail to do so will have terminations of privileges to all bulletin boards available.

1. All postings will first be approved by the Student Activities Office (office location depending on campus).
2. Be respectful toward of other postings; do not remove or deface other postings.
3. Do not post over other postings.
4. No posters should be placed inside classrooms. Classroom bulletin boards are reserved for official communications and instructional purposes.
5. No postings on trashcans, windows, doors, pillars, walls on any buildings on campus, or trees.
6. Posters should be placed only on bulletin boards or designated areas. Those in other areas will be discarded.
7. All postings for events (club meetings, speaker, etc.) must have date, location, time, and name of club sponsoring event; name of person to contact, e-mail address, phone number and office location.
8. Please consider there might be some with special needs. All posters/ flyers for an event must contain the following statement: "If you need a special accommodation to fully participate in this program/event, please contact (name and host department) at (phone number/voice and/or e-mail). Please allow sufficient time to arrange accommodations."

9. Flyers cannot include any references to alcohol, tobacco, or illicit drugs, or to any event, activity, program, or sponsor whose intention or activity is the sale, use, or promotion of alcohol, tobacco or other drugs.
10. Flyers cannot contain profanity.
11. Postings for non-event (selling books/cars, looking for a roommate, house for rent, babysitter, etc.) must have a date of posting on their flyer.
12. Flyers may not be placed on vehicles in any of SWTJC's parking areas (this is including all campuses).
13. Any questions pertaining to posting can be directed to information on flyer or Student Activities Office.
14. SWTJC and Student Activities Office are not responsible for any items that are torn down, removed permanently, or defaced. Nonetheless, if an organization is found responsible for defacing another organization's advertising materials, there could be consequences for those found accountable.
15. All posters must be removed by the person or group sponsoring an activity immediately after the event. This includes club meeting posters.

Personal student postings

Personal student postings must be approved by the Student Activities Office and allowed to be placed on all bulletin boards throughout all of the campuses (unless otherwise noted on the board). Personal student postings include flyers advertising personal items for sale/rent, roommate requests, baby sitting, etc. postings including bands playing at local business, art shows, etc. are not considered student postings and must follow the commercial posting regulations.

Commercial Postings/Non-College Related Postings

All external postings must be reviewed and approved by the Student Activities Office (830)591-7226/ (830)758-4142/ (830)703-1593 (Office location depending on campus). Approved postings will be stamped and placed on all bulletin boards throughout the campus (unless otherwise noted on the bulletin board).

B. Social Media

These policies are for the purpose of providing information about the general guidelines and framework for the creation, use, and the maintenance of social media by students and employees of Southwest Texas Junior College. The stated policies are intended to maximize opportunities for educational growth, encourage the development and improvement of education programs and improve the effectiveness of instruction at all levels, in accordance with the policy handbook.

Definitions

- A. "Social Media" is a category of websites and online media, in which users communicate, participate, share, network, and interact online. Social media websites

- include, but are not limited to Facebook, Instagram, MySpace, LinkedIn, Friendster, Plaxo, Twitter, Blogs, YouTube, Bebo, Flickr and any other existing social media networks. For convenience, the term “social media” is used throughout this Policy is intended to be constructed broadly to comport to the principles set forth herein.
- B. “Constituents” include actual and potential online social media users and participants, including but not limited to current and prospective students, alumni, employees, donors, and members of the community.
 - C. “Professional Use” refers to the use of social media in connection with employment by the college or as an official representative of the college.
 - D. “Personal Use” refers to the use of social media purposes other than those in the capacity as an employee or representative of the college.
 - E. “Users” are individuals who access social media, e-mail accounts, and other technology resources through an account or electronic device provided by, maintained by, or authorized by the college.

General Considerations for social media use

The college recognizes that online social media can be used to connect with constituents in many positive ways. However, the nature of online social media warrants certain caution. When using online social media, whether personal or professionally, employees of the college should be aware of the following:

- A. Social media users are posting content to the World Wide Web, users cannot ensure who does and does not have access to the content.
- B. Information posted on social media sites may continue to stay online even after it has been removed from the original social media site.
- C. Anything posted online is available to anyone in the world the moment it is placed online, even if access to the social media is limited.
- D. By agreeing to a social media website’s terms of service, the user may be granting permission for the online social media site to republish content, or share information with advertisers, third parties; and law enforcement, among others.

Expectations for Social Media Use

- A. Users shall exercise discretion when posting onto social media sites that could reflect negatively on users or the college,
- B. Users shall be discreet, respectful, and as accurate as possible in posting content onto social media sites.
- C. Users shall be aware of college association with the college. If the user identifies himself or herself as an employee or student of the College on the social media site, any content posted by that user shall be consistent with the provisions of this policy and all other policies and procedures of the college, including the Student Handbook and /or the SWTJC Employee Handbook or Policies and Procedures.

- D. Users shall not post any content on social media sites, which discloses confidential or proprietary information of the college.
- E. Users shall not post content on social media sites, which violates any laws of the United States or the State of Texas, including but not limited to HIPAA and FERPA.
- F. Users shall take ownership of content posted to a social media site, and should refrain from making anonymous posts.
- G. Users who choose to use social media should do so in compliance with applicable college policies and procedures, including the Student Handbook and/or the SWTJC Employee Handbook of Policies and Procedures.

Policies guiding personal use of social media

The lines between public and private, personal and professional are blurred with the use of online social media. By virtue of identifying oneself as an employee or student of the college, employees or students may act as a representative of the college. If an employee or student of the college chooses to create or participate in social media, the college expects each person to conduct him or herself with professionalism, courtesy, and integrity. Nothing in this policy is intended to discourage or prohibit an employee or student's use of social media sites. However, all uses should be consistent with guidelines and conform to the provisions set forth herein.

Additional Considerations

- A. This policy is intended to govern employee or student use of social media in accordance with all other policies and contracts between the College and its employees or students. To the extent this policy conflicts with the Master Contract, the provisions of the Master Contract Control.
- B. Failure to comply with the guidelines set forth herein may result in disciplinary action up to and including termination. Procedure for discipline under this policy will be in accordance with applicable provisions of the Policy Handbook and Master Contract.
- C. Should any part of this policy be rendered or declared invalid by a court of competent jurisdiction, such invalidation of such part or portion of this Policy should not invalidate the remaining portions thereof, and they shall remain in full force and effect.
- D. Employees or Students may be subject to discipline for personal use of a social media site, which violates the policies, and procedures of the College, including Student Employment Handbook and or the SWTJC Employee Handbook of Policies and Procedures. Employees or Students should recognize that such discipline might be the result of personal use of social media whether or not the employee identifies him or herself as an employee of the College.

Resource for misuse and/ or non-compliance

The guidelines in this document include steps to be taken to determine if users have misused SWTJC computing resources. The protections of the rights of individuals accused of violating this policy statement applies.

Individuals who misuse SWTJC computing resources, or do not comply with the written policy of SWTJC are subject to one or more of the following:

- A. Temporary revocation of SWTJC computing resource access
- B. Permanent revocation of SWTJC computing resource access
- C. Disciplinary action taken by the appropriate administrative authorities up to including expulsion of students or termination of employment for faculty and staff.
- D. Subpoena of hardware, software, and data files.
- E. Prosecution under applicable federal, state, or local laws and/or ordinances.
- F. Possible legal sanctions, including fines and imprisonment.

Report violations or request for additional information

Violations, complaints, questions, or requests for additional information should be directed to the Information Services Department.

C. Chalking on campus

Registered Student Organizations can chalk the uncovered sidewalks (with side walk chalk) on all campuses; glass chalk will only be permitted on glass windows. Any posting with chalk or glass chalk is to be school related; any other postings will be immediately removed. Posting must be approved by the Student Activities office before advertising for event.